**Appendix F**

**Preliminary Notice of Disciplinary Action**

**(For Use in Non-Civil Service Jurisdictions Only)**

Pursuant to N.J.S.A. 40A:14-147, if the police officer requests a hearing, such hearing shall be not less than 10 nor more than 30 days from date of service of this notice unless such time requirements are waived by the parties.

|  |  |  |  |
| --- | --- | --- | --- |
| **FROM** | Employing Agency Name | Address & Phone Number | Case ID # |
| **TO** | Employee Name | Title | Date |

You are hereby notified that the following charge(s) have been made against you (if necessary, use additional sheets and attach).

|  |  |
| --- | --- |
| Charges:*If checked, charges are continued on attached page.* | Incident(s) giving rise to the charge(s) and the date(s) on which it/they occurred*If checked, incidents are continued on attached page.*  |

 You are hereby suspended effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*Check box to indicate if the employee is suspended pending final disposition of the matter)*

You must enter a plea of guilty or not guilty, in writing, on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You may waive your right to a hearing. If you request a hearing it will be held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

At (time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at (place of hearing) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The following disciplinary action may be taken against you:**

 Suspension for \_\_\_\_\_\_\_\_\_\_ working days, beginning \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and ending \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Indefinite suspension pending criminal charges effective (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Removal, effective (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Demotion to position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ effective (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Resignation not in good standing, effective (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other Disciplinary Action\_\_\_\_\_\_\_\_\_\_

 Fine \_\_\_\_\_\_\_\_ which is equal to \_\_\_\_\_\_\_\_\_ (number of working days)

Appointing authority or authorized agent’s signature and title.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This form must be personally served on the employee or sent by certified or registered mail**.

 Certified or Registered Mail Receipt number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Server \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of person service \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby acknowledge service of the within charges

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_